

ARO-1859a

MEMORANDUM FOR: Assistant Deputy Director for Administration (EAS)
 Chief, Administrative Staff (Special)
 General Counsel
 Auditor-in-Chief
 Acting Assistant Director (Personnel)
 Comptroller
 Chief, Medical Staff
 Chief, Procurement and Supply Office
 Chief, General Services

UNSUB : CIA Presentations Program

REFERENCE : Memorandum from Director of Training, dated 23 Jul 52, same subject

1. Forwarded herewith is information relative to the CIA Presentations Program. The first and second presentations will be held on 6 August and 21 August 1952 at 11 a.m. Quotas for the offices of the Deputy Director (Administration) are listed below:

	<u>6 August</u>	<u>21 August</u>
Deputy Director (Admin.)	1	1
Administrative Staff (S)	0	1
Inspection and Security	0	2
General Counsel	1	1
Audit	1	1
Personnel	0	2
Comptroller	2	2
Medical	1	1
Procurement	2	0
General Services	1	1
Organization and Methods	1	1
Administrative Services	2	2
Total	10	15

Please verify immediately whether you will use your quota. Unused quotas within the Deputy Director (Administration) quota will be made available to other offices by priority of request. Any unused Deputy Director (Administration) quota will be released for use of other agency components. Attendance should be only by key personnel who can benefit their job and your office thereby.

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2. Attempts are being made to establish Training Liaison Officers for major offices of the Deputy Director (Administration) to avoid necessity of their being handled from this office. I will advise you separately.

25X1A /S/

Special Assistant to
Assistant Deputy Director
(Administration)

SA/ADD/A:RSW:jeb (29 Jul 52)
All - Listed in Reference

cc: ADD/A chrono
SA/ADD/A subject